

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the direct supervision of custodial staff in a school, office or other municipal buildings. Incumbents will also participate in custodial, cleaning, and minor maintenance tasks. Work is performed under general direction with wide leeway for exercising independent judgment in keeping buildings and equipment up to acceptable standards of cleanliness and operation. Special tasks, such as coordination of safety programs, may be assigned to incumbents of this position depending upon the organizational structure of the civil division involved.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assigns custodians, cleaners, and other maintenance personnel to various tasks and supervises their work;

Plans and supervises the work of subordinates involved in building cleaning or maintenance duties;

Participates in building cleaning and minor maintenance activities;

Makes minor repairs to lockers, windows, doors and plumbing systems, etc.;

Requisitions, receives and distributes building cleaning and maintenance supplies and materials;

Maintains an inventory control system for custodial and maintenance supplies;

Maintains a variety of operational reports and records including time sheets, employee leave data, personnel records, etc.;

May assist in preparing budget estimates and in administering the budget for the custodial maintenance department;

May be responsible for implementing and overseeing a Safety Program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of building cleaning practices, supplies and equipment; ability to plan and supervise the work of custodians, cleaners, and other maintenance personnel; good knowledge of the operation and maintenance of building heating and ventilation equipment; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to understand oral and written directions; ability to express self clearly, both orally and in writing; dependability; and thoroughness.

MINIMUM QUALIFICATIONS:

- (A) Possession of an Associate's Degree in Engineering Technology or similar field and one (1) year of experience in cleaning or maintenance activities; or
- (B) Three (3) years of experience in building cleaning or maintenance activities; or
- (C) Three (3) years of experience in a position requiring the use of standard hand tools in a mechanical or construction trade; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.